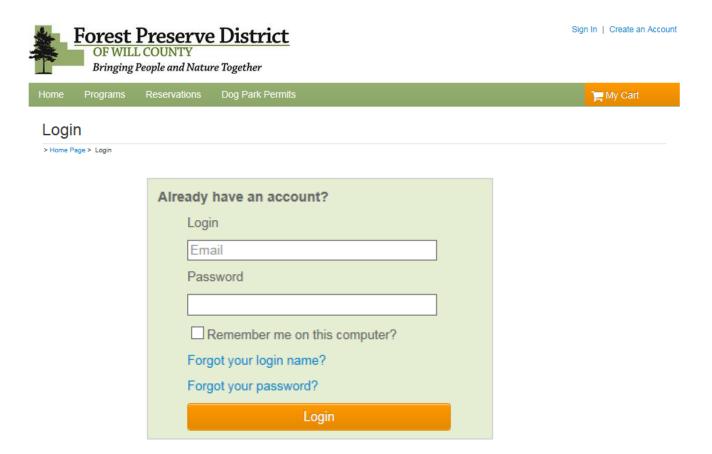


#### **Reserving a Campsite**

**1**. To begin the process of reserving a campsite for your next function, login to your online account.

If you have not previously created an online account, enter your email address and click *forgot password* to be sent a temporary password. This password will allow you to access your account with us. If your email is not recognized, that means you are not currently in our system or we do not have your current email address. You will need to create a new account by clicking *Create an Account*.



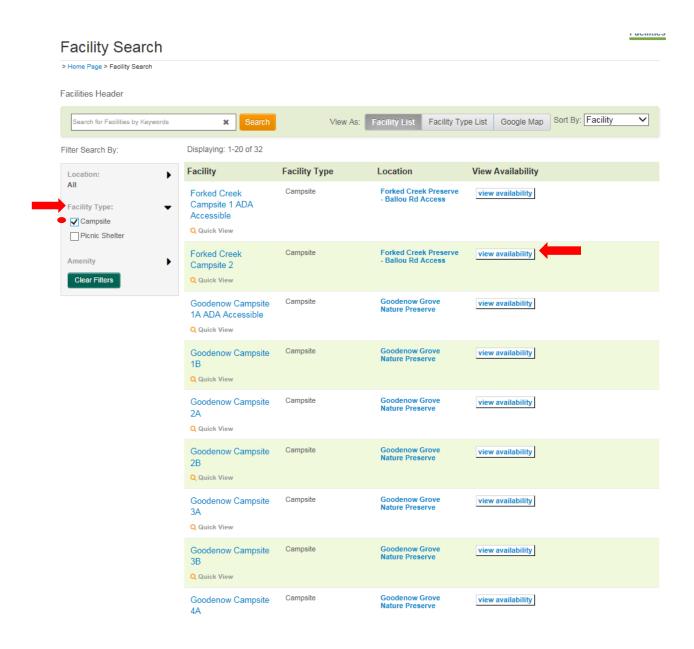


**2**. Once you have successfully logged in, click on *Reservations* in the upper toolbar. That will direct you to the page where you can check availability and reserve your desired campsite/s. It is recommended that you begin by checking availability to avoid reserving a location and day that is unavailable. Do this by clicking *Check Availability*.



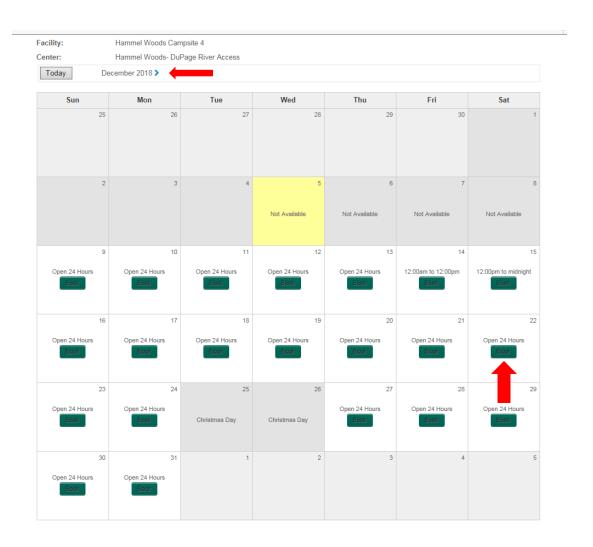


**3.** On the next page, you will find a list of all of our campsites and picnic shelters. You can filter this list to only see campsites by clicking *Facility Type* in the left-hand toolbar. Then check the campsite box. You can now locate your desired campsite by sifting through the alphabetical list. Click *view availability* when you locate your desired site.



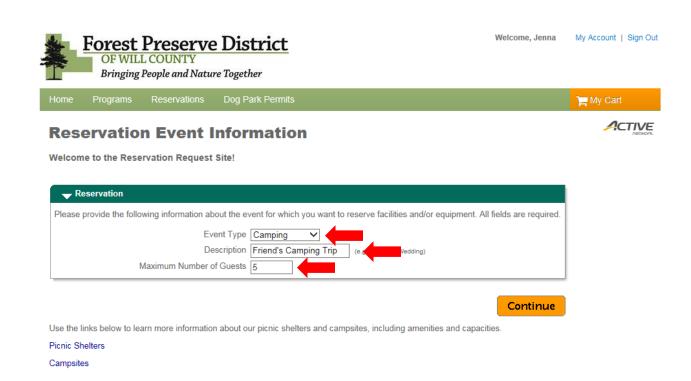


**4.** You will now be on the calendar page for the selected facility. You can navigate to your desired month using the arrows at the top of the calendar next to the month name. The times shown in the date boxes are the times the campsite is available. Dates that state *Fully Booked* are not available. Once you have decided on a date to reserved, click *Book* in the date box.





**5.** You will now be directed to the beginning of the reservation process. Start by selecting *Camping* as the *Event Type*. Next, enter a title for your reservation. This can be something like, Family Trip, Campout, Bike Trip, etc. The final step on this page is to enter an attendance for each campsite being reserved. The max capacity for a campsite is 10. If you have more than 10 people camping, you will need to reserve multiple sites. Click *Continue* when you're ready.





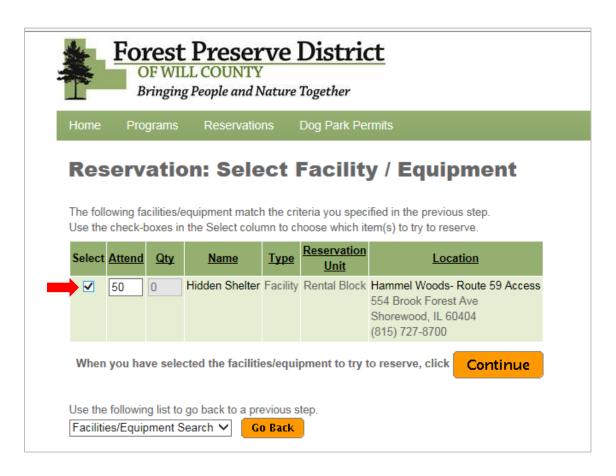
**6.** The next page is where you will select which campsite/s you would like to reserve. You can start by selecting the preserve that the campsite is located in under *Locations*. Or you can go straight to the facilities box to scroll through the alphabetical list of sites and select the one you would like to reserve. You can select multiple sites by holding down SHIFT or CTRL. Once you have your desired sites highlighted, click *Continue*.

#### Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event. Choose the location or area for your event [Use SHIFT or CTRL to select multiple locations or areas] -OR-Areas Braidwood Dunes Savanna Nature Preserve Centennial Trail Environmental Learning Ctr Evans-Judge Preserve Choose the type of facility for your event [Use SHIFT or CTRL to select multiple types] Any Facility Type Campsite Choose the facility for your event [Use SHIFT or CTRL to select multiple facilities] Hammel Woods Campsite 3 Hammel Woods Campsite 4 Hammel Woods Campsite 5 Hammel Woods Campsite 6 McKinley Woods Campsite 1 Specify facility amenities or special features your event requires [Use SHIFT or CTRL to select multiple requirements] Facility must meet One V of the requirements Unspecified When you have selected your requirements, click Continue

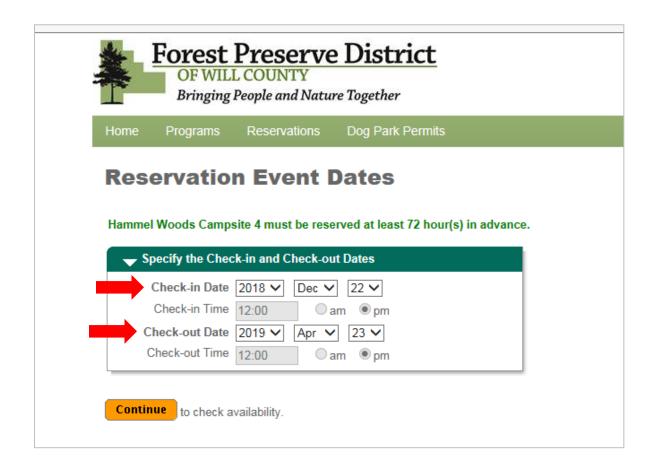


7. Check the box next to your site selection. Click Continue.





**8.** This page is where you will pick the dates you will be camping. Enter the date you will be arriving under Check-in Date and the date you will be departing under Check-Out Date. All camping permits begin at 12:00pm on the first day and end at 12:00pm on the last day.



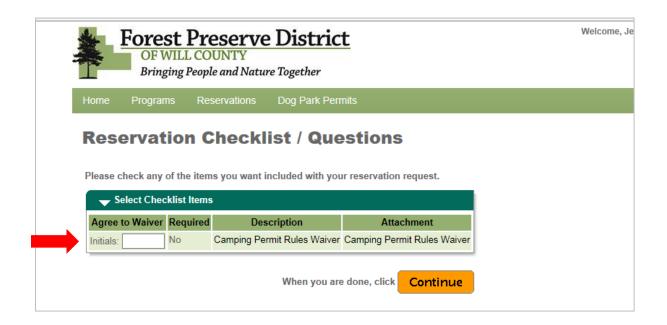
**9.** The next page is a calendar so you can review the date/s you selected. If you are happy with the date/s you chose, click *Continue*.



**10.** The final review step is just to confirm your location and show the fee you will be charged. If everything looks correct, click *Continue*.



**11**. You are now on the waiver page. There is a waiver that you must agree to before continuing. Please carefully read the Camping Rules Waiver before initialing. Click *Continue*.





**12.** LAST STEP! On the final page of the reservation process, review your reservation and click *Continue*. You will then be directed to the payment screen. Enter your payment information and click *Continue*. Your permit is now complete! You can refer back to your permit by visiting your Account Page. You will also receive an email confirming your reservation with a link to your account page.